

Initial Set-up

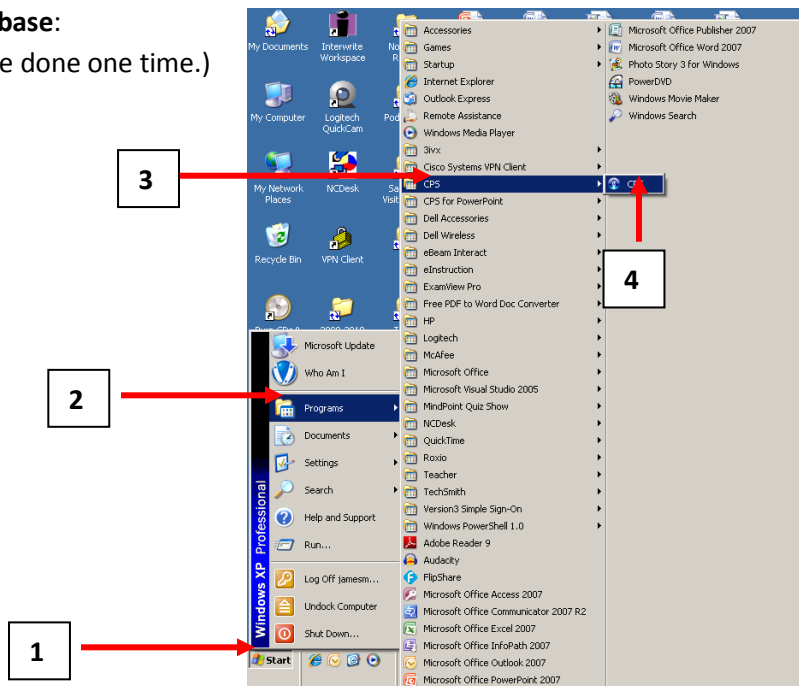
With adding a file

To Create a New CPS Database

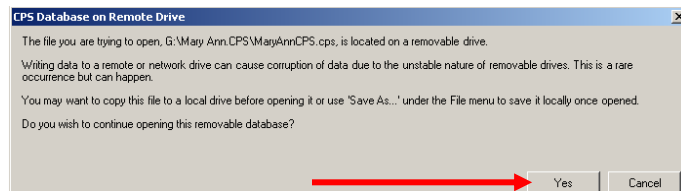
To create a new CPS Database:

(This only has to be done one time.)

1. Click Start
2. Programs
3. CPS
4. CPS

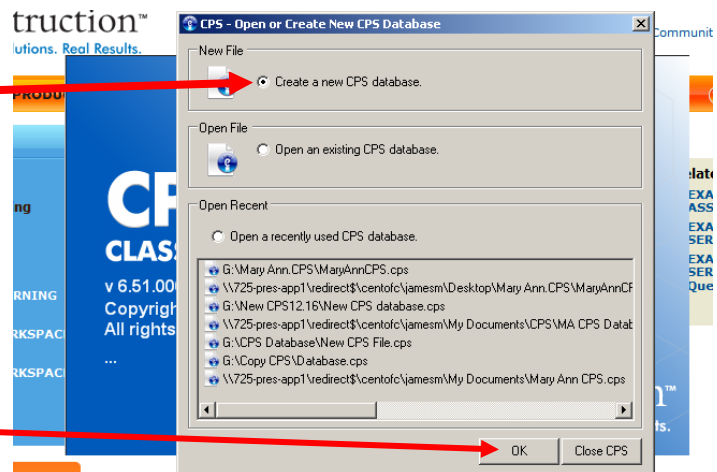


This error message may come up. If it does, click **Yes**.



Select Create new CPS database

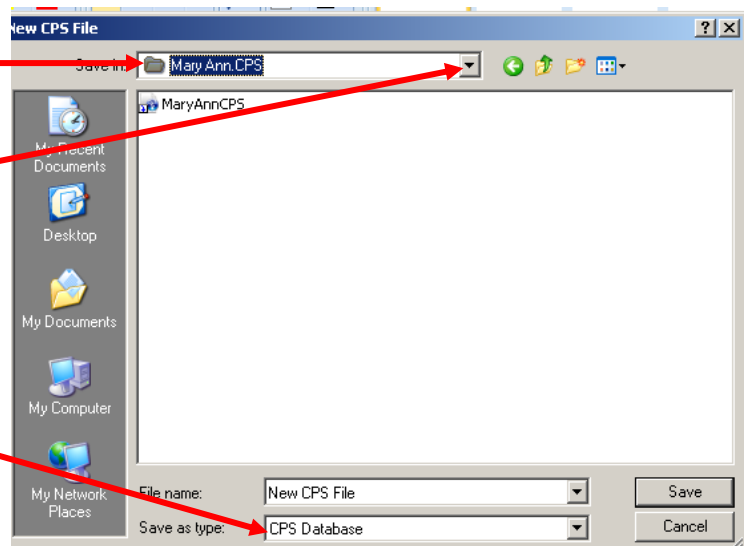
Click **OK**.



Watch the path where your database is being saved.

Use the down arrow if you need to navigate to another location to save the file.

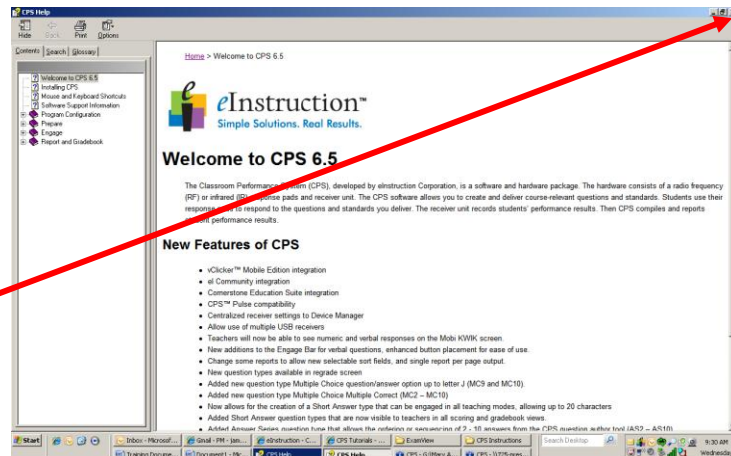
Save your CPS database with a title that makes sense and one you can remember.



Also save a copy to your flash drive so you can take the file with you to another computer

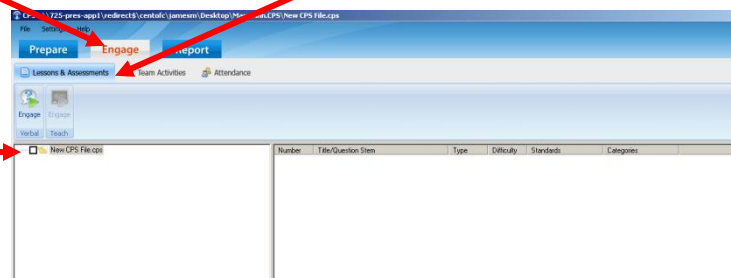
This will be the next screen that will come up. It is an informational screen. There may be topics here you would like to check out. Do that now.

To move on, click the X to close this window.



Notice at this point, the Engage tab, Lessons & Assessments is the active part of the window.

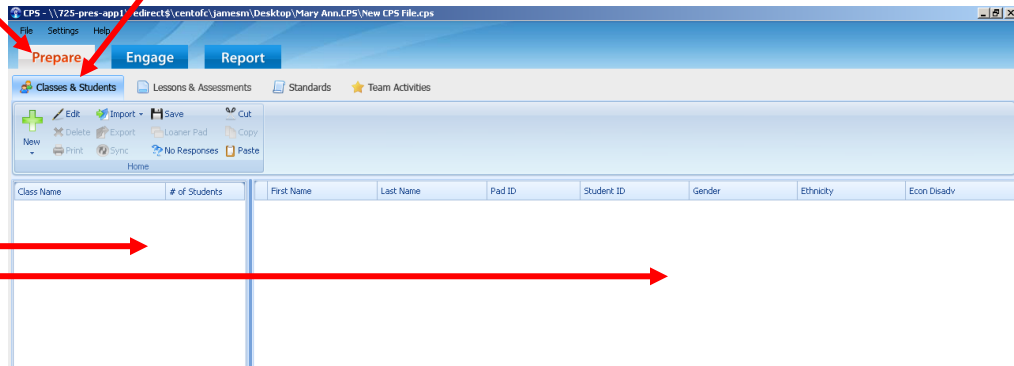
The name of your CPS database shows here: **NewCPSFile.cps**



To add Classes & Students:

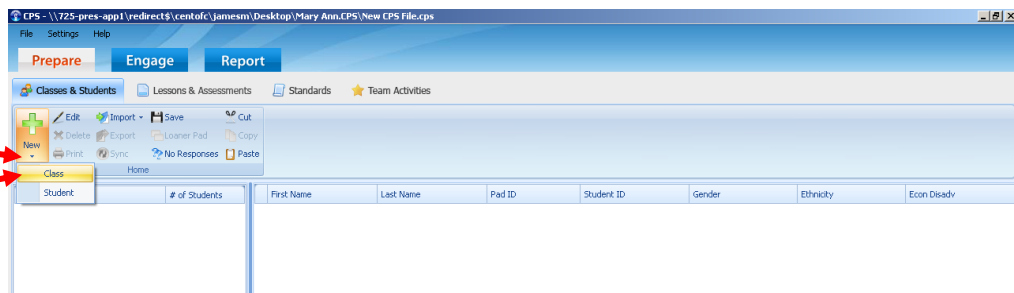
Click the **Prepare** tab, **Classes & Students**.

Notice, you see
nothing in these
areas.

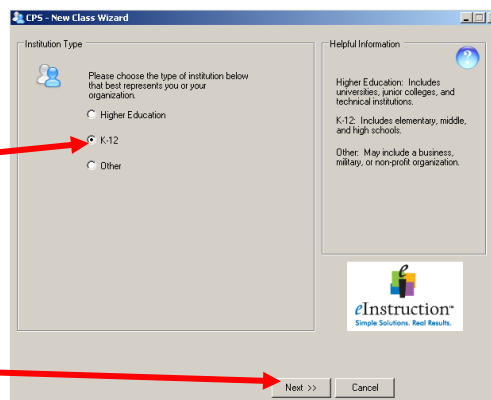


Click:

- **New**
- **Class**

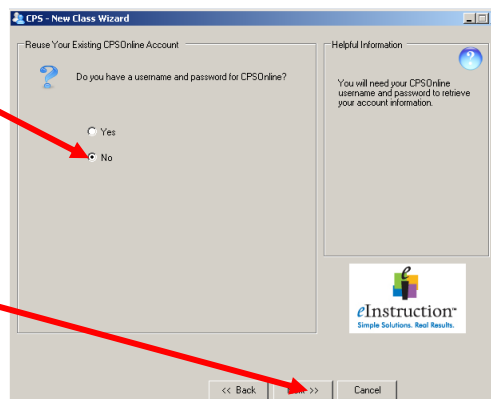


Click **K-12**.



Click **Next**.

Online CPS account...**No**.



Click **Next**.

Fill in the information on this screen.

The only required information has the *:

First Name, Last Name, Email Address.

CPS - New Class Wizard

Account Information

Please enter the following account information.

Title [] (Ms., Prof., Dr., etc.)

*First Name [Mary Ann]

*Last Name [James]

*Email Address [jamesm@gcanc.com]

Phone [] Ext. []

Teacher Code []

Helpful Information

A Teacher Code can be used as a unique identifier for your school's management system. Teacher Codes are not saved to CPSOnline.

* indicates a required field.

You may contact eInstruction technical support for additional help.
Phone: 888-333-4388
Web: www.einstruction.com/support

eInstruction
Simple Solutions. Real Results.

<< Back Next >> Cancel

Click **Next**.

You are continuing the process to add a Class:

Notice your name has been added automatically by the computer.

Enter the **Class Name**...make it meaningful to you. I named this one **Math 5th Grade**.

CPS - New Class Wizard

Class Information

Please enter the following information about your class.

*Teacher [Mary Ann James]

*Class Name [Math 5th Grade]

Course Number [] Section []

Period [] Semester []

Campus []

Classroom Number []

☐ Make this a CPSOnline class (An Instructor Setup Code is required)

Attendance Options

☐ Display new attendance sessions in the Reports tab

☒ Display new attendance sessions as Absent/Present in the Class Info area of the Gradebook tab

Helpful Information

To create a class you need a teacher and a class name.

CPSOnline is a standards-based reporting system for teachers, principals and administration.

Learn about CPSOnline.

You may contact eInstruction technical support for additional help.
Phone: 888-333-4388
Web: www.einstruction.com/support

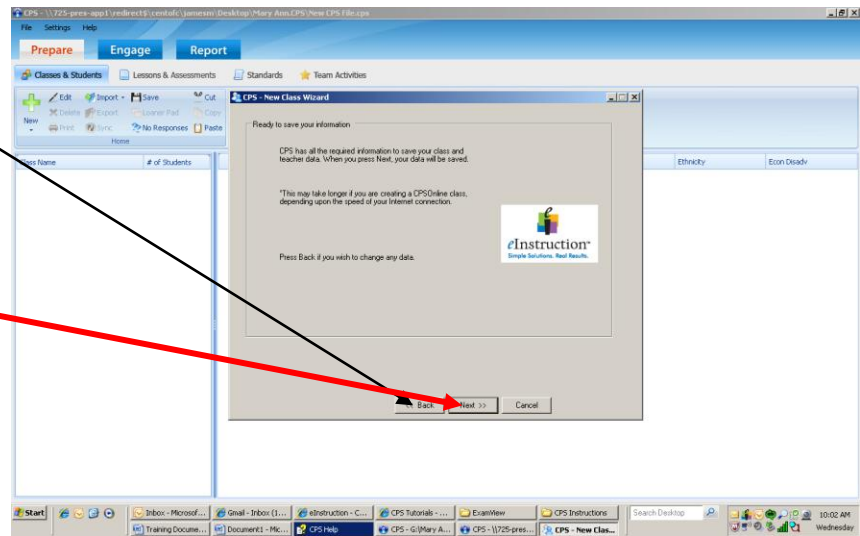
* indicates a required field.

eInstruction
Simple Solutions. Real Results.

<< Back Next >> Cancel

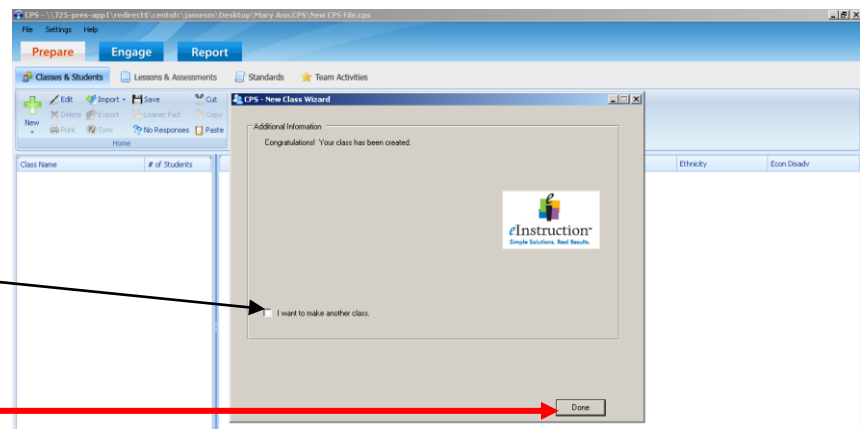
If you need to make changes to your class name, click **Back**.

If your class name is OK, click **Next**.

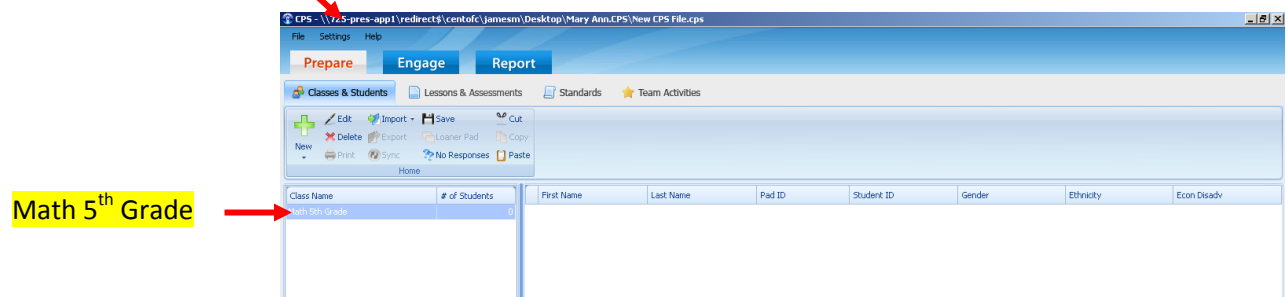


To add additional classes, click the box by **I want to make another class**.

If this is the only class you are creating, click **Done**.

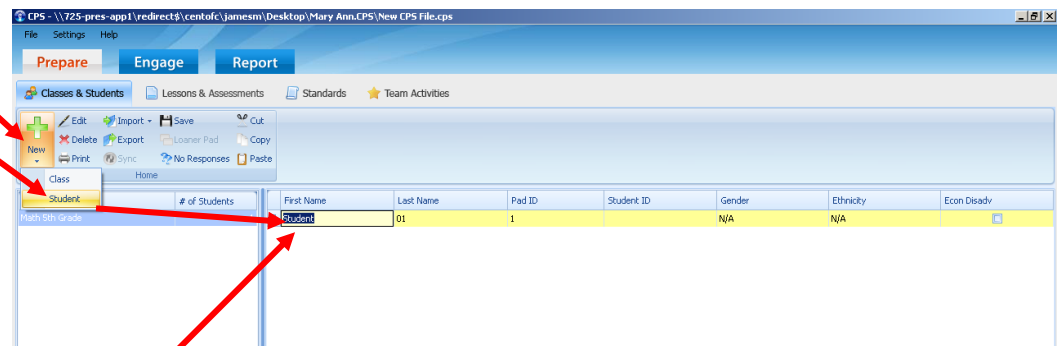


This is the next window that comes up and you are ready to add your students to your class.

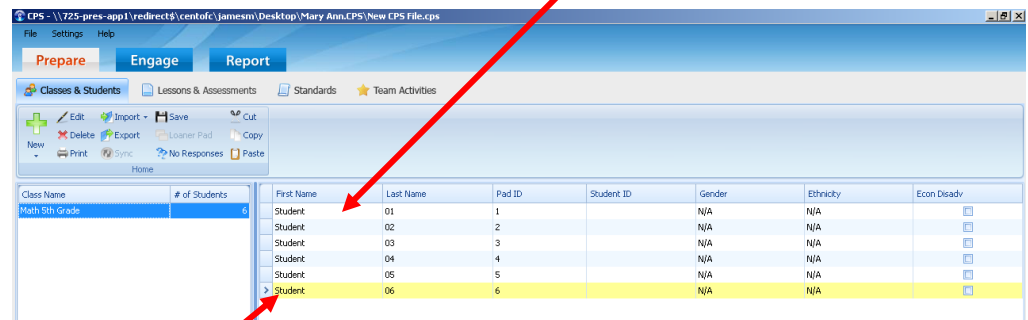


Click:

- New
- Student



Once the first student entry pops up, you may press **Enter** to enroll the rest of the students. Continue to press **Enter** until you have the number of students you want/have in the class.



You may go back and add student names at a later time.

Verbal Question—Quick “On the Fly”

Quick Class Creation

Engage Lessons & Assessments

1. Click **Engage** in the top left.

2. Click **Engage** in the bottom left.

3. Click **Engage a verbal question** in the bottom left.

4. Click **Create** in the **Verbal Questions Setup** dialog.

5. Give a **Class Title**. (Optional)

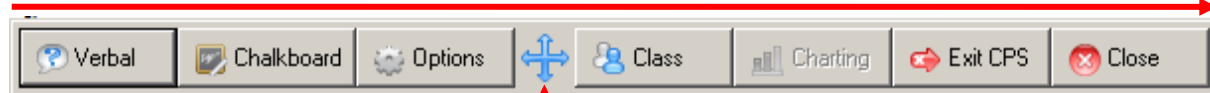
6. Select the **Upper Range** of the clickers you will be using with the class.

7. Click **OK**.

8. Click **OK**.

The window below will appear and you are ready to ask your verbal question.

The Engage Toolbar:

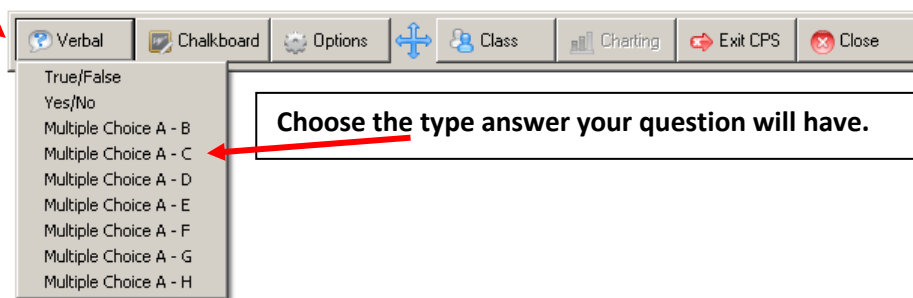


Click here and you can move the Engage Toolbar around on your screen.

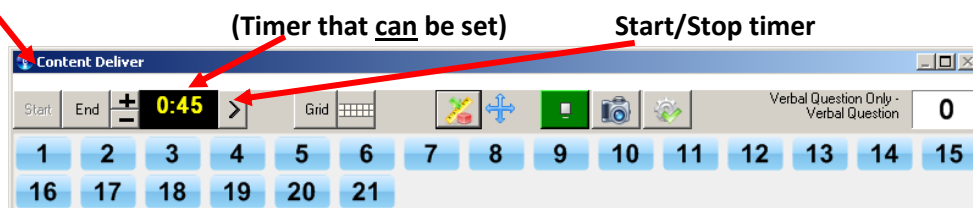


Click **Verbal**.

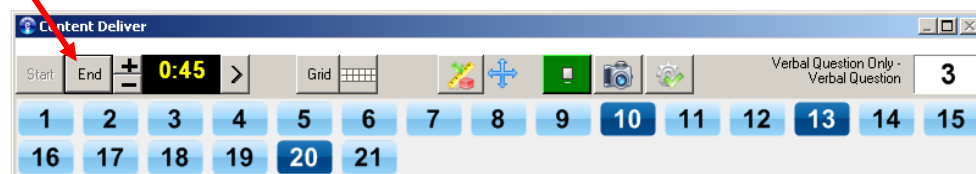
This window opens:



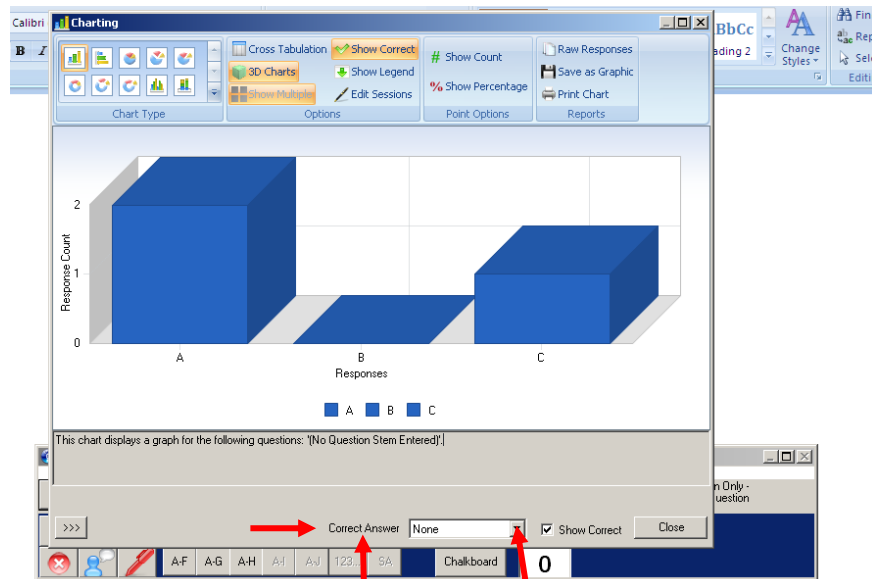
This window (**Content Deliver**) will appear next:



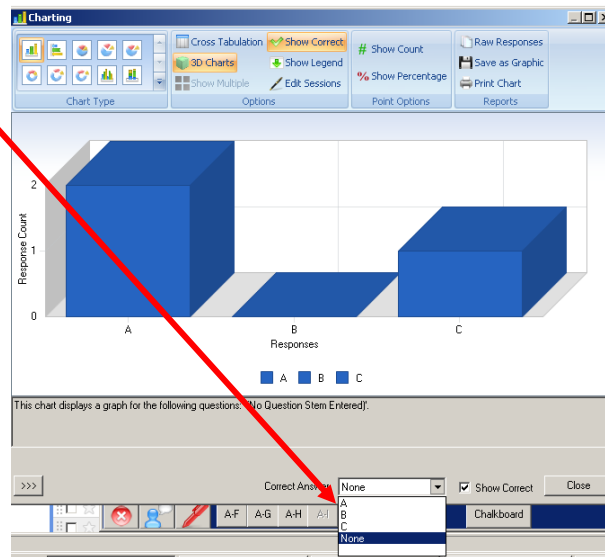
Click **End** when everyone has answered.



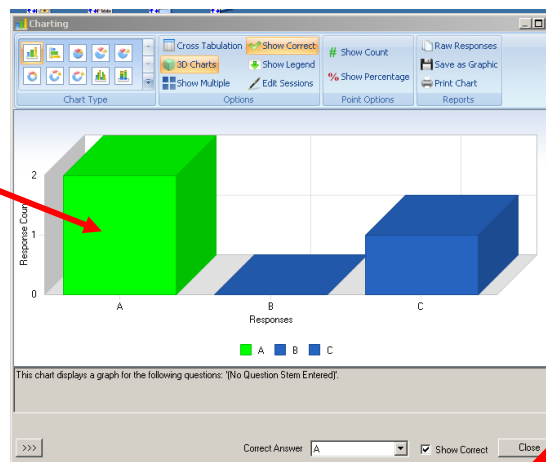
This window will come up after you click **End**.



With a **Verbal** question, you have to select the correct answer.

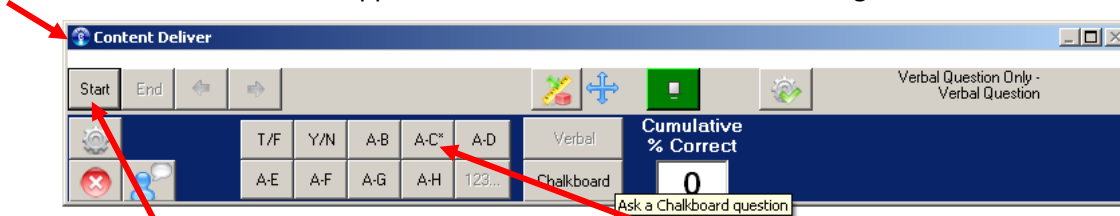


Correct answer turns
green.



Click **Close** to move to next question.

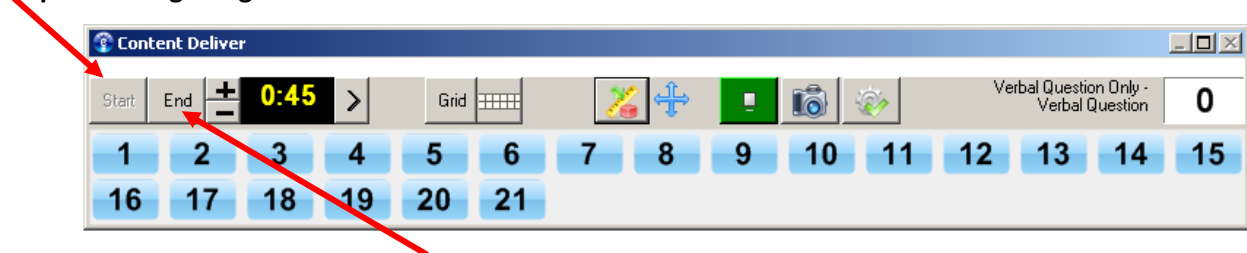
Below is the window that will appear when **Close** is selected after viewing the correct answer.



The question type of the previous question is indicated by the *. If the new question will have the same type answer, you do not have to do anything. If the new question has a different type answer, select the new type answer before continuing.

You will have to click Start to engage the CPS system with each new question.

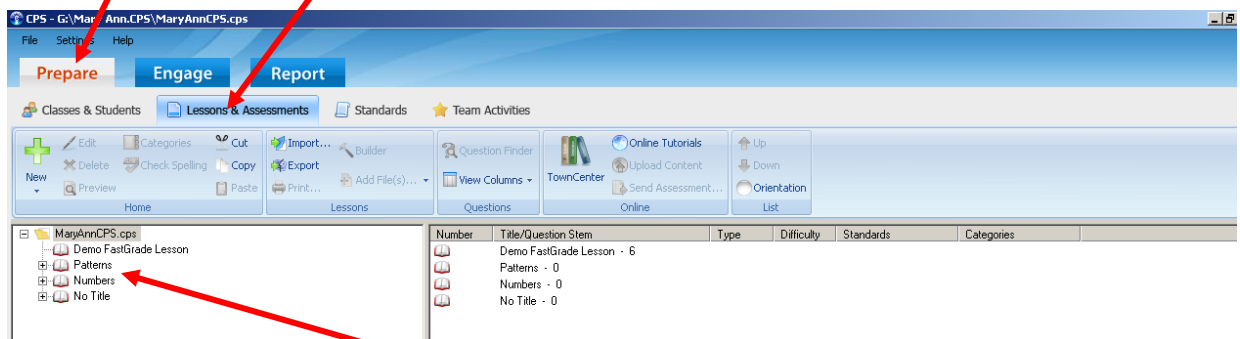
The process begins again:



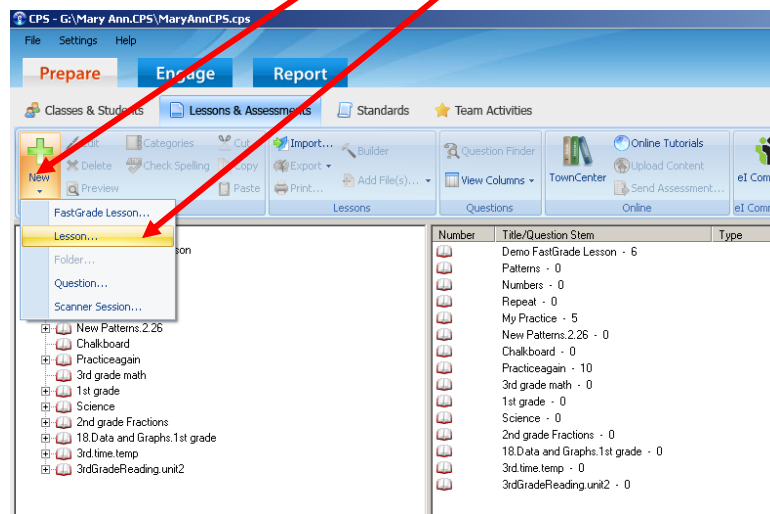
When everyone has answered, click End...

To add an ExamView Assessment (Test) to a CPS lesson:
(Use your ExamView Instructions to create question/test banks before you begin here.)

Under the **Prepare** tab, select **Lessons & Assessments**.

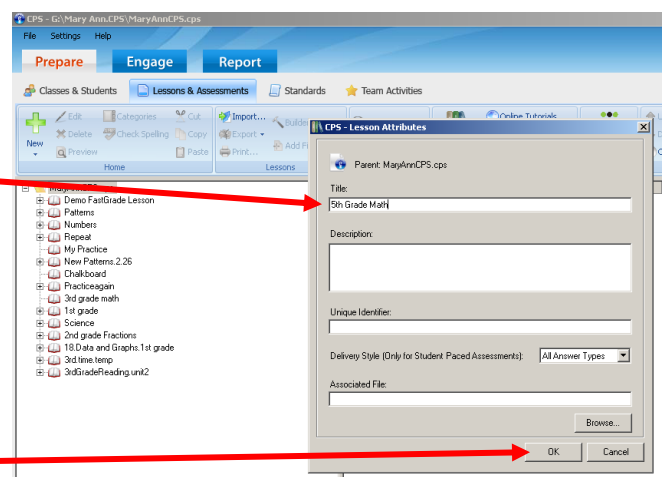


Either select a lesson that has been previously setup or add a **New Lesson**:



Adding a Lesson:

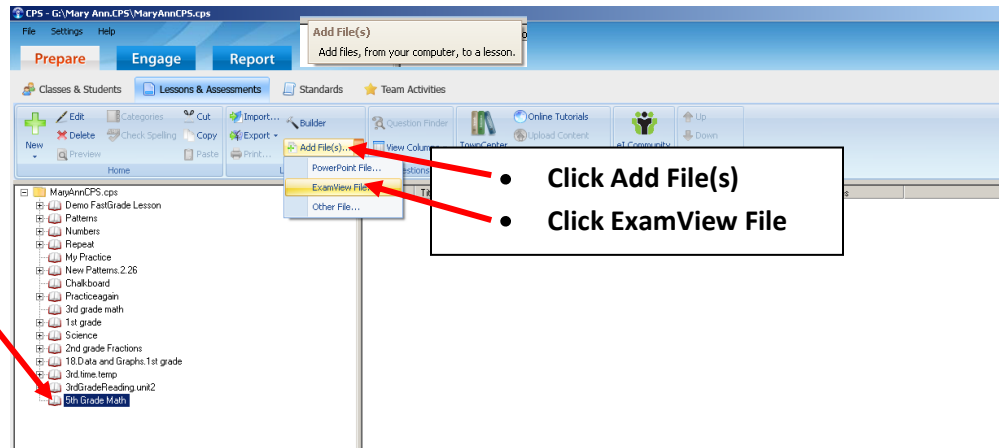
Give the lesson a name.
(5th Grade Math)



Click OK.

Now you are ready to Add a File (PowerPoint, ExamView, Other) to the lesson you selected or added.

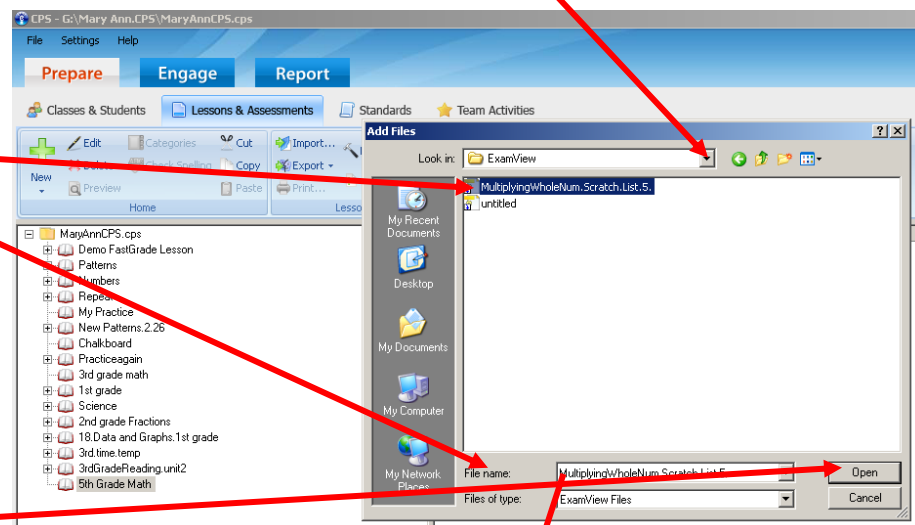
- Highlight the lesson where you want to add the test file.



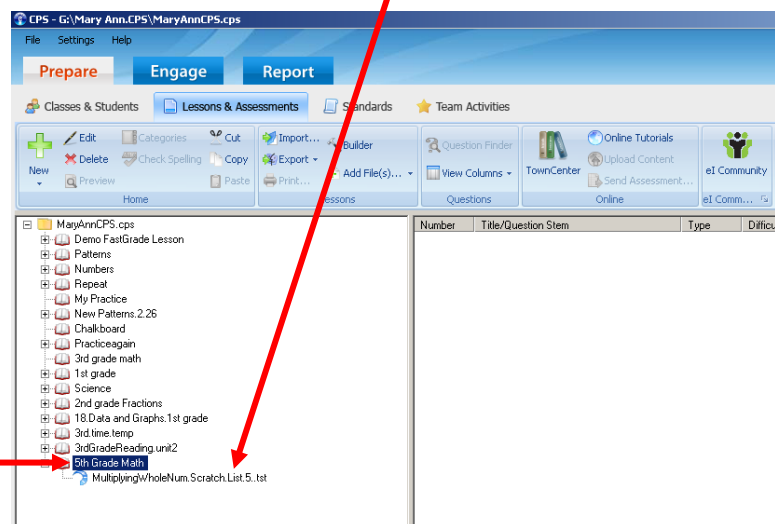
Navigate to where you saved the assessment (test) file you want to add.

Highlight the test you want to add.

Click Open.

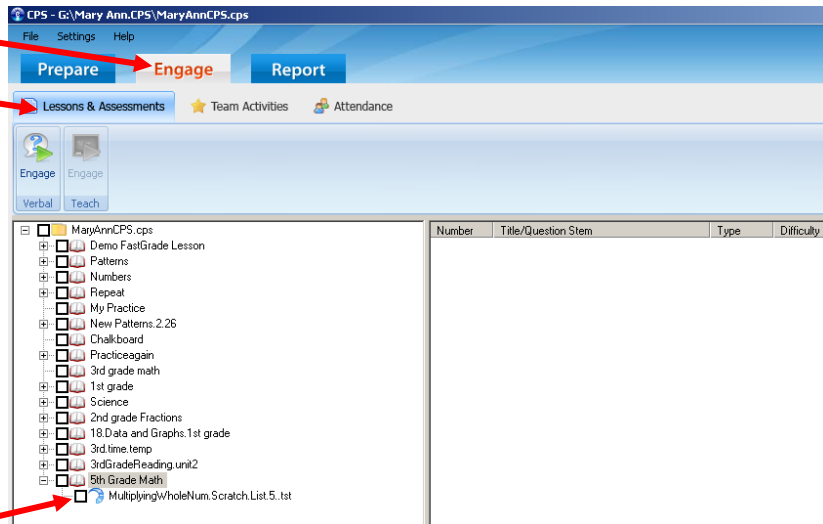


Test is added in lesson you highlighted.



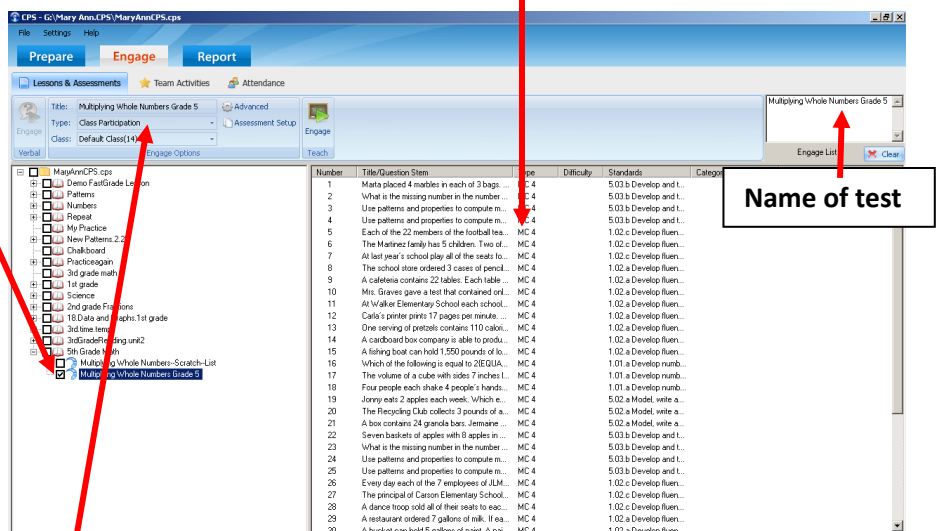
Now you are ready to use the CPS system with your students:

- Select Engage tab
- Lessons & Assessments



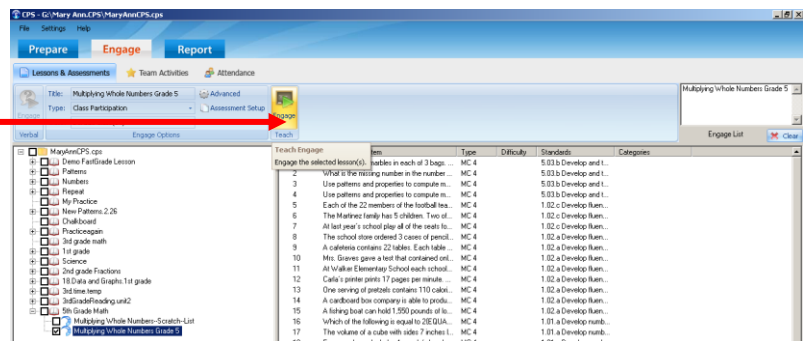
Put a ✓ in the box by the test you want to use.

Questions in test appear here after the ✓ is entered:

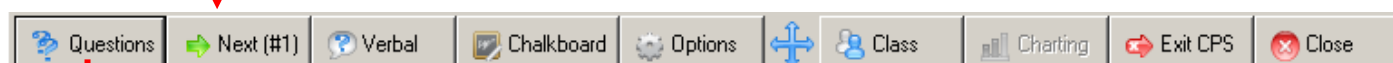


Changes may be made to choices in this area.

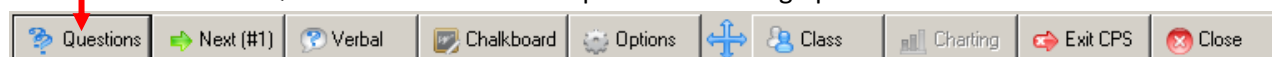
With the assessment you are going to use selected, click the Engage button.



The **Engage Toolbar** will be on your screen.



Questions will show in the process of setting up.

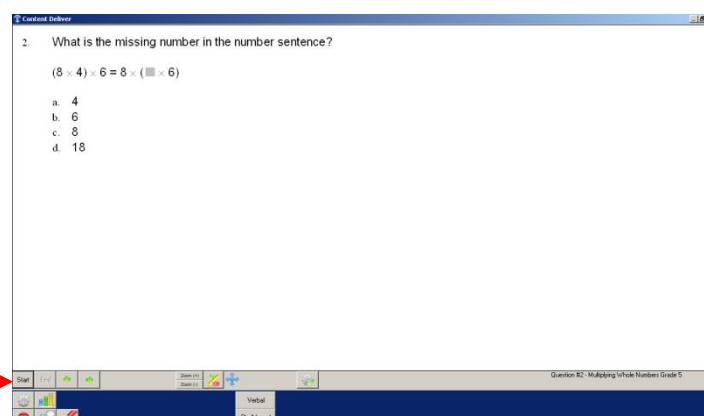


Select the question you want to use with your CPS system.

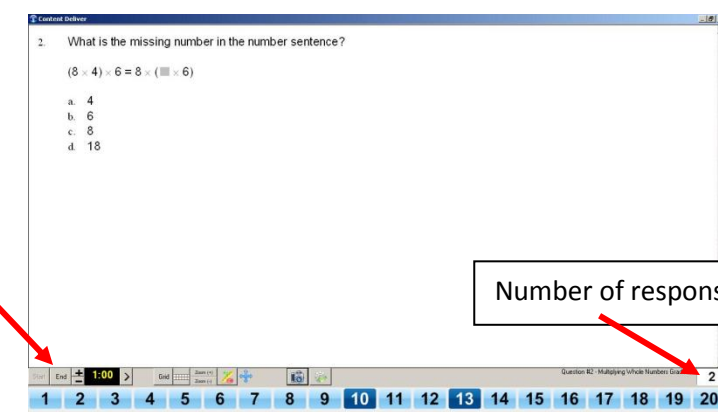
Questions 1 thru 20
Questions 21 thru 40
Questions 41 thru 42

1. Marta placed 4 marbles in each of 3 bags. Then she...
2. What is the missing number in the number sentence...
3. Use patterns and properties to compute mentally. ...
4. Use patterns and properties to compute mentally. ...
5. Each of the 22 members of the football team is req...
6. The Martinez family has 5 children. Two of the chi...
7. At last year's school play all of the seats for ea...
8. The school store ordered 3 cases of pencils. If ea...
9. A cafeteria contains 22 tables. Each table can sea...
10. Mrs. Graves gave a test that contained only 3 prob...
11. At Walker Elementary School each school bus is ass...
12. Carla's printer prints 17 pages per minute. At tha...
13. One serving of pretzels contains 110 calories. The...
14. A cardboard box company is able to produce 1,250 p...
15. A fishing boat can hold 1,550 pounds of lobster. T...
16. Which of the following is equal to 2{EQUATION}?
17. The volume of a cube with sides 7 inches long is 7...
18. Four people each shake 4 people's hands. Each of t...
19. Jonny eats 2 apples each week. Which equation can ...
20. The Recycling Club collects 3 pounds of aluminum e...

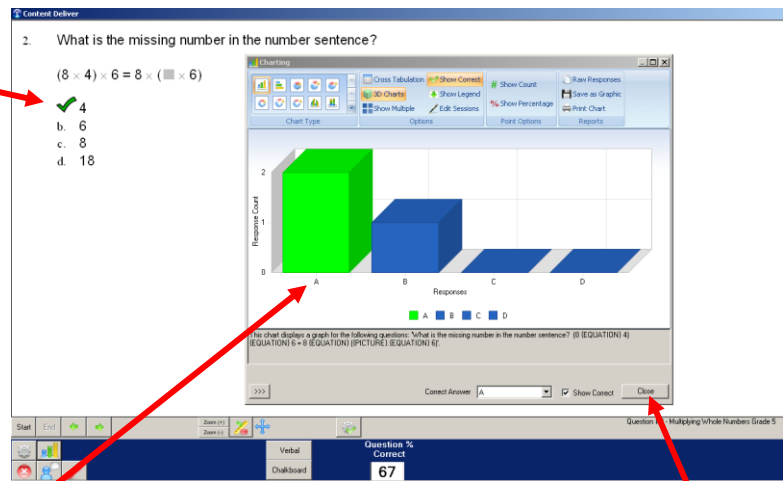
Click **Start** to activate student responses.



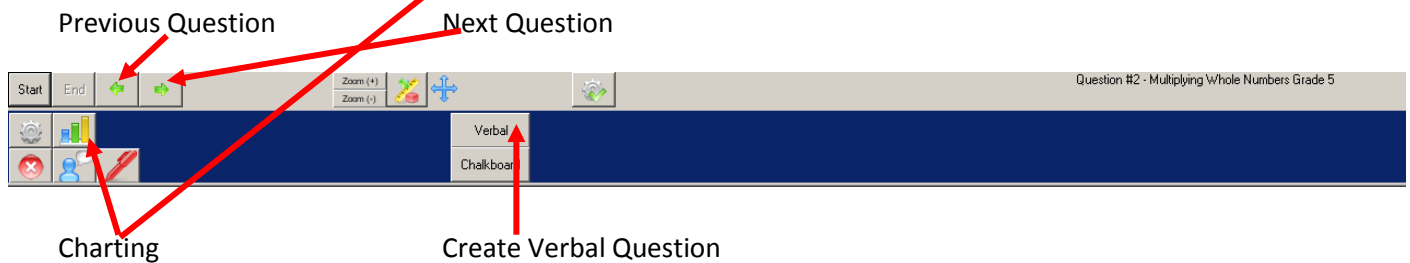
When all students have responded, click **End** for correct answer to be displayed.



Screen with answer displayed



Click **Close** to continue to next question.



Online Helps

http://www.einstruction.com/support_downloads/training/resources/index.html

Customer Support Phone Number: (888) 333-4988